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1 December 1965

TO   :   All Area Records Officers

FROM   :   Records Administration Officer

SUBJECT: Procedure for Processing of New, Revised and Form Reprints

1. It has come to my attention recently that persons responsible
for processing forms actions are not familiar with the procedure
adopted on 9 August 1961. For this reason the procedure is restated
below.

2. In line with the emphasis on a decentralized Forms Management
Program, certain forms functions have been transferred to the Area
Records Officer (ARO). This plan involves the ARO's assuming greater
responsibility in the forms processing procedures. The plan, which
was effective 9 August 1961, follows:

a. All routine reprint requests for stock forms will go
direct from DSCB/OL to the ARO in the component having pri-
mary responsibility for the form.

b. The ARO will send the approved request for replenishment
of stock forms back to DSCB/OL through the Printing Services
Production Coordinator located in GJ 56 Headquarters Building.

c. Non-stock form reprints requests will also bypass Forms
Management and go through the ARO to the Printing Services
Division Production Coordinator. The ARO will approve all re-
quests for reprints and indicate approval by signature in the
special instructions section of the Printing Service Requisition.
PRINTING SERVICES WILL NOT PROCESS REQUISITIONS UNLESS THEY ARE
APPROVED BY THE ARO.

d. All requests for new or revised forms, both CIA and
other Government Agency, changes in status of forms such as ob-
soletion, changes in shipping category, etc. will continue to be
processed through Forms Management.

e. This procedure requires a more critical review of forms
by the ARO's. They will need to question quantities ordered,
need, preclassification, duplication, eliminate forms wherever
they can and generally try to improve the processing of forms.

3. All DD/P forms action will continue to be processed through
the DDP/RMO.

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